

Ready to List (RTL) Certification - Water for Planting and Irrigation Work

If highway planting is proposed for an area of the State subject to water shortage, the project LA must obtain and provide the district Office Engineer with water availability documentation to accompany the RTL certification form.

Caltrans is to employ cost-effective and appropriate water conservation measures in the design, construction, operation, and maintenance of transportation facilities. To implement this directive, the following procedures have been established for the RTL Certification and advertisement of highway planting and roadway construction projects that require water for planting and irrigation.

Documentation of water availability for planting and irrigation is not required with the project submittal unless a serious or critical water shortage exists.

Actions for serious water shortage:

- A serious water shortage exists when a project's local or regional water storage has fallen to 50 percent of the historical average, or when the local water agency has mandated rationing. In these situations, written documentation must be obtained from the local water agency, verifying the availability of water for planting and irrigation.
- Indicate with a checkmark on the RTL certification form that the project is subject to a water shortage and provide water availability documentation. Documentation of water availability must be submitted to the LAP, and a copy included with the project submittal to DES-OE.
- If a serious water shortage is declared after the project is RTL certified, the project will not be advertised until the district provides water availability documentation or the serious water shortage status is removed.
- RTL-certified projects with a serious water shortage status will be reviewed by the LAP and the district LA to identify those likely to be reclassified as critical. Local communities should be alerted by the district of potential delays in the advertisement and award of these projects.

Actions for critical water shortage:

- A critical water shortage exists when a project's local or regional water storage is 70 percent below the historical average, or when the local agency has mandated a 25 percent or greater reduction in water use. In these situations, written documentation must be obtained from the local water agency verifying the availability of water for planting and irrigation. Indicate with a checkmark on the RTL certification form that the project is subject to a water shortage and provide water availability documentation. Documentation of water availability must be submitted to the LAP, and a copy included with the project submittal to DES-OE.
- Advertisement of projects proposed for areas under critical water storage status will be delayed until the critical water status is downgraded to serious, except for the following situations:
 - Projects that do not require water for planting and irrigation.
 - Required mitigation projects.

- Projects that conserve potable water through rehabilitation of existing irrigation systems or the conversion of irrigation systems from potable to non-potable.
- Projects funded and maintained by others such as encroachment permit and local measure work.
- Projects where the planting items have been removed or irrigation-only work is feasible.
- Projects with new irrigation systems using only recycled water.
- Exceptions to this policy regarding the advertisement of projects during water shortages may be granted by the LAP.

California Transportation Commission (CTC) "One Liners" and Fact Sheets

In preparation for CTC funding approval, "one-liners" and supporting fact sheets must be prepared for every project. Both must be submitted to the LAP district coordinator via electronic mail when the Request for Funds is submitted. This occurs simultaneously with PS&E submittal to DES-OE. The "one-liner" and Fact Sheet must conform to the format in [Appendix EE](#).

Construction

The project LA should include the DIS, quantity calculations and project documents in the resident engineer's (RE) Pending file for hand-off to construction.

The district LA, project LA, or functional units should be prepared to support and answer any technical questions from construction throughout the construction phase of work. Questions received directly from contractors, suppliers, or others outside of Caltrans should be directed to construction for response.

Prior to issuing contract change orders (CCOs) for any project that would affect highway planting or traveler and worker safety features, construction should consult with the district LA or project LA. The LA should review the proposed CCO with regard to its impact upon roadside facilities, storm water pollution prevention, erosion control, and other roadside management issues and provide construction with immediate support.

In an effort to continue to improve the quality and maintainability of highway planting projects, the PM should schedule a minimum of three field reviews during construction for each project. These reviews should include the RE, project LA, landscape specialist and maintenance manager or maintenance area superintendent. Reviews should occur during the layout of the irrigation system, upon completion of planting, and at the final "walk through" during plant establishment.

Field review meetings should focus on completion of contract document requirements and details that affect the safety, function, and maintainability of the completed project. Reviews should provide for timely and effective adjustments when necessary. The project LA should prepare a brief memo to the appropriate district and Headquarters functional units to provide suggestions for improving future projects.